



WESS Safety Authority



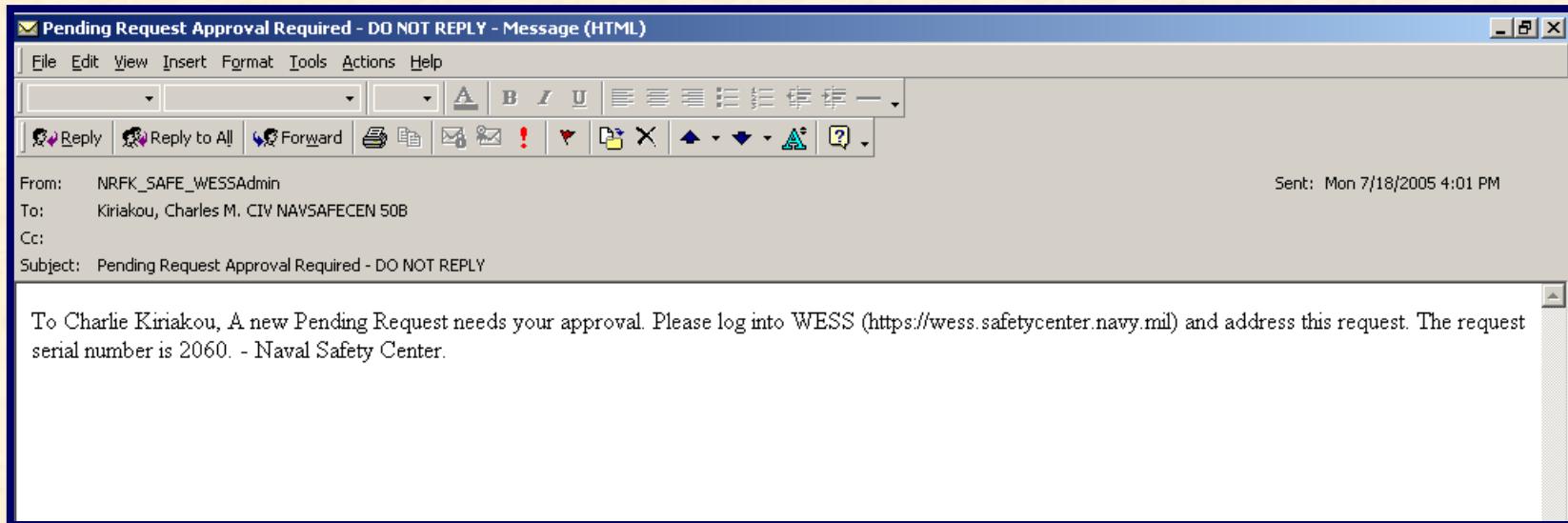
WESS
Module
SA-1



SA Functions
Review Pending
Account
Requests



Email Notification of Account Requests

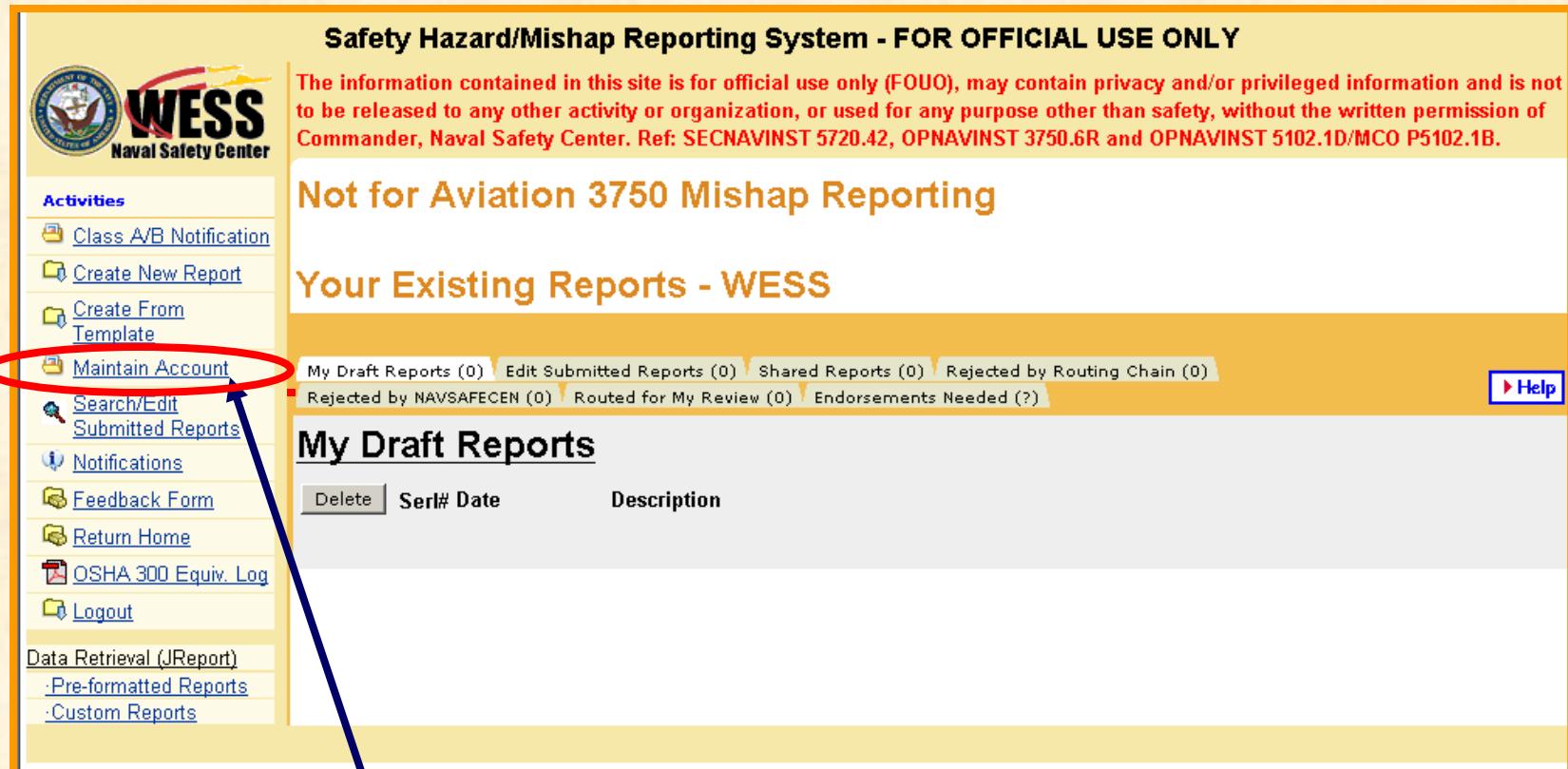


When an individual submits a Request to establish a WESS Account, WESS automatically sends an Email Notification to you, as the Safety Authority.

The Email notifies you that there is a New Account request requiring review. Login to WESS to view and process pending WESS account requests.



WESS Account Management



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Not for Aviation 3750 Mishap Reporting

Your Existing Reports - WESS

My Draft Reports (0) Edit Submitted Reports (0) Shared Reports (0) Rejected by Routing Chain (0)
Rejected by NAVSAFECEN (0) Routed for My Review (0) Endorsements Needed (?) Help

My Draft Reports

<input type="button" value="Delete"/>	Serial#	Date	Description

Click on the “Maintain Account” link to view the SA Account Management Menu.



WESS Account Management

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Management

Help

Activities

- Return Home
- Maintain Account

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
- [Change Color Scheme](#)

Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
- [List Modified UIC Request\(s\)](#)
- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click on “List Pending Account Request(s)” to open the next screen.



List of Pending Account Requests

The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:

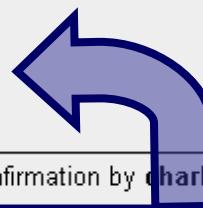
Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Approval

Help

1 Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
2059	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by charles.kiriakou@nmci-isf.com	n/a



2 Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2060	I Safety	N00181	2005-07-18	n/a

3 Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

1. List of account requests by WESS customers under your authority awaiting email verification by the requestor - e.g. the email address must be validated. You may click on the Request number to modify the customer's email address

List Pending Account Requests

The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Approval

Help

1 Pending Email Validation - WESS Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
2059	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by charles.kiriakou@nmci-isf.com	n/a

2 Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2060	I Safety	N00181	2005-07-18	n/a

3 Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

2. List of account requests by WESS customers under your authority awaiting Safety Authority approval or disapproval. Click on the Request number to approve/disapprove the account request.



List Pending Account Requests

The Account Approval screen contains pending WESS account requests. A pending account may be in one of three states:

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Approval

Pending Email Validation - WESS Customer (WC)				
Request	Customer	Command	Date Submitted	Status
2059	Izzy Safe	N00181	2005-07-18	Waiting Confirmation
Pending Account Approval - Safety Authority (SA)				
Request	Customer	Command	Date Submitted	In Use
2060	I Safety	N00181	2005-07-18	n/a
Pending Account Rejection - Safety Authority (SA)				
Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

Next, let's select each of these entries. First, click on Request 2059 link, to see the Email Validation process...

3. List of account requests by WESS customers under your authority that have been Disapproved by a WESS Administrator or Delegated Administrator. Click on the Request number to view the disapproved acct request and the reason for disapproval. You may either Re-Approve the request or Disapprove

1. WESS Email Address Validation

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Update Official Email Address for Izzy Safe.

Please be aware that this account is still locked, you are just updating the WESS Customer's Email Address. The WESS Customer will receive an email at the new email address requesting verification.

User Account: Izzy Safe

Current Email Address *charles.kiriakou@nmci-isf.com*

New Official Email Address

Verify New Email Address

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

You can either correct their Email address or reenter their original Email address in the fields above. ~~WESS will then send another Email confirmation message to the account requestor. You will not be able to approve/disapprove any WESS account requests until the customer validates their Email address. If a requester does not validate their Email address within 14 days, their WESS account request will automatically be deleted.~~ 

This screen is displayed when you select a Request link from the Pending Email Validation - WESS Customer (WC) list. If a WESS account requester entered their wrong Email address or accidentally deleted the Email verification from their Email Inbox, you can take action.

2. Pending Account Approval (SA)

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Safety Authority Review New User Account Request

Help

Official Email Address *: charles.kiriakou@navy.mil

First Name *

Middle Name

Last Name *

Rate/Rank *

Position Title *

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification Yes No

Address 1*

This screen is displayed when you select a Request link from the Pending Account Approval - Safety Authority (SA) list. You should review all of the information on this screen.

You may update information in certain fields. If the Email address is not the requestor's Official Email address, then the request should be rejected. Commercial Email addresses can only be used if authorized by the requestor's command. Yahoo, Hotmail, or other such commercial Email addresses are not authorized. Then scroll down to see rest of the page.

Done

2. Pending Account Approval (SA)

Return Home
OSHA 300 Equiv. Log
Logout

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181

COI Notification Yes No

Address 1* 21 Squadron Way
Address 2
City
State
Country * USA
Postal Code
Telephone (include Area Code) * 703-555-1212
DSN
Justification * Need to submit Aviation Hazard Reports

SA Comments Approved by Charles Kiriakou - 07/19/2000

DA Comments
WA Comments

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Done Local intranet

You may enter comments in the SA Comments field. These comments will be stored and forwarded to a WESS Delegated Administrator (DA) and WESS Administrator (WA) for final approval and creation of the account. Click Next to go to next screen.



2. Review Pending Account Request

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Review New User Account Request Summary

Help

Activities

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- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
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- [Feedback Form](#)
- [Return Home](#)
- [OSHA 300 Equiv. Log](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Request Number 2060

WESS Role
Granted Account

Official Email Address charles.kiriakou@navy.mil

First Name I

Middle Name M

Last Name Safety

Rate/Rank LTJG

Position Title ASO

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification N

Address 1 21 Squadron Way

Address 2

City

State

Country USA

Postal Code

This is a review of the account information. Scroll down to view the rest of the page.



2. Approve or Reject Account Request

Middle Name M
Last Name Safety
Rate/Rank LTJG
Position Title ASO
Office Code
Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181
COI Notification N
Address 1 21 Squadron Way
Address 2
City
State
Country USA
Postal Code
Telephone 703-555-1212
DSN
Justification Need to submit Aviation Hazard Reports
SA Comments Approved by Charles Kiriakou - 07/19/2005
DA Comments
WA Comments

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION

At this point you can either Approve or Reject the account request. If you click Approve, the account request is forward to a WESS DA/WA for final approval and creation. If you Reject the account request, you will be prompted to update your SA comments, which will be Emailed to the requestor and the account request will be deleted from WESS. Let's select Approve.



WEss Account Approved

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WEss Account Management

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Maintain Account

Maintain Your WEss Account

[Change Login Password](#)

[Change Command UIC](#)

[Change Color Scheme](#)

Maintain Other WEss Accounts

[List Pending Account Request\(s\)](#) (circled)

[List Modified UIC Request\(s\)](#)

[List Suspended Account\(s\)](#)

[Modify Existing User Account](#)

[Modify Existing User Email Address](#)

[Suspend WEss Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

You're returned to the Maintain Account menu. Again, Click List Pending Account Requests.



WEss Account Approved

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WEss Account Approval

Help

Pending Email Validation - WEss Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
2059	Izzy Safe	N00181	2005-07-18	Waiting Confirmation by charles.kiriakou@nmci-isf.com	n/a

Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

Note that the pending account is no longer visible under Pending Account Approval - Safety Authority (SA). Once the account is created, the requestor will be notified via Email with their new account information. Next, you'll learn how to Reject an account request.



Rejecting a WESS Account Request

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WEss Account Approval

Pending Email Validation - WEss Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
2059	Izzy Safe	N00181	2005-07-19	n/a	

Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2059	Izzy Safe	N00181	2005-07-19	n/a

Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

Next, let's select Request 2059 and then reject the request.



Reviewing the Request

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Safety Authority Review New User Account Request

Help

Official Email Address *: charles.kiriakou@nmci-isf.com

First Name * Izzy

Middle Name

Last Name * Safe

Rate/Rank * GS-00

Position Title * Collateral Safety Office

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification Yes No

Address 1* 2 Stay Safe Rd

Address 2

City Norfolk

State VA

Country * USA

Postal Code

Telephone (include Area Code) * 757-555-1212

The same screens are displayed as when Approving a request. Scroll down to see the rest of the screen.



Reviewing the Request

Return Home
OSHA 300 Equiv. Log
Logout

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181

COI Notification Yes No

Address 1* 2 Stay Safe Rd
Address 2
City Norfolk
State VA
Country * USA
Postal Code
Telephone (include Area Code) * 757-555-1212
DSN

Justification * Need a WEISS account to submit mishap reports.

SA Comments

DA Comments

WA Comments

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Click Next to continue processing account request.



Reviewing the Request

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Review New User Account Request Summary

Help

Activities

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- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Search/Edit Submitted Reports](#)
- [Notifications](#)
- [Feedback Form](#)
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- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Request Number 2059

WESS Role
Granted Account

Official Email Address charles.kiriakou@nmci-isf.com

First Name Izzy

Middle Name

Last Name Safe

Rate/Rank GS-00

Position Title Collateral Safety Officer

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification N

Address 1 2 Stay Safe Rd

Address 2

City Norfolk

State VA

Country USA

Postal Code

The Account Request Summary is displayed. Scroll down to see rest of page.



Rejecting the WESSION Acct Request

Search/Edit
[Submitted Reports](#)

[Notifications](#)

[Feedback Form](#)

[Return Home](#)

[OSHA 300 Equiv. Log](#)

[Logout](#)

Data Retrieval (JReport)

[.Pre-formatted Reports](#)

[.Custom Reports](#)

Middle Name
Last Name Safe

Rate/Rank GS-00

Position Title Collateral Safety Officer

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification N

Address 1 2 Stay Safe Rd

Address 2

City Norfolk

State VA

Country USA

Postal Code

Telephone 757-555-1212

DSN

Justification Need a WESSION account to submit mishap reports.

SA Comments

DA Comments

WA Comments

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

To reject the account request, simply click the Reject button.

Rationale & Notification

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Reject Pending Request - Document Comments

Help

Activities

[Return Home](#)

[Maintain Account](#)

SA Comments *

Your WESS account request contained a commercial Email address. You will need to re-submit another WESS account request using your Official (mil) Email address. Contact me at 757-444-3520 or charles.kiriakou@navy.mil if you have any questions or comments.

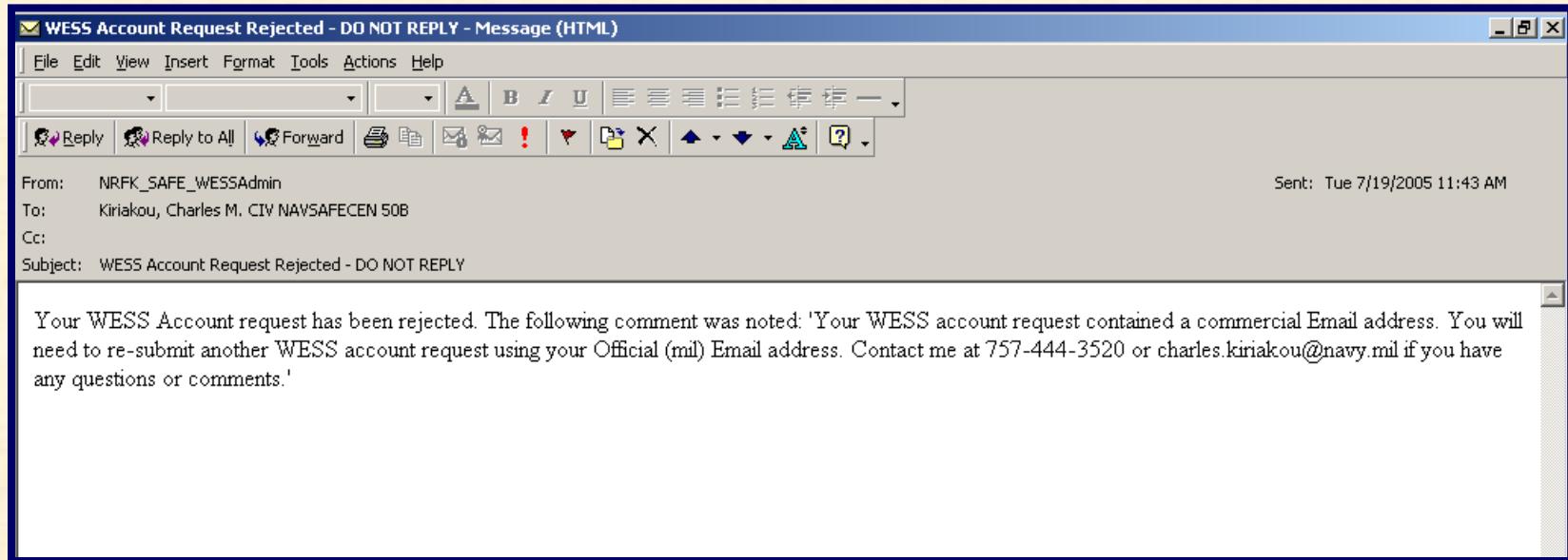
* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Record Comments

This screen allows you to enter or modify SA comments. These comments will be recorded and sent back to the customer via Email message. Click the “Record Comments” button after entering any SA Comments.

Email Notification to Requestor



The requestor receives the above Email with your comments and the account request is deleted from WESS. Next, we'll process an account request that was rejected by a NAVSAFECEN WESS Delegated Administrator (DA) or WESS Administrator.



Return to Acct Management Menu

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Management

Help

Activities

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- Maintain Account

Maintain Your WESS Account

- [Change Login Password](#)
- [Change Command UIC](#)
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Maintain Other WESS Accounts

- [List Pending Account Request\(s\)](#)
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- [List Suspended Account\(s\)](#)
- [Modify Existing User Account](#)
- [Modify Existing User Email Address](#)
- [Suspend WESS Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

After rejecting the account request, you are returned to the Maintain Account menu.

Click on the “List Pending Account Request(s)” link.



Rejecting a WESSION Account

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESSION Account Approval

Pending Email Validation - WESSION Customer (WC)

Request	Customer	Command	Date Submitted	Status	In Use
---------	----------	---------	----------------	--------	--------

Pending Account Approval - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
---------	----------	---------	----------------	--------

Pending Account Rejection - Safety Authority (SA)

Request	Customer	Command	Date Submitted	In Use
2061	We Hazardous	N00181	2005-07-19	n/a

Under the Pending Account Rejection - Safety Authority (SA) list, there is one account request that was rejected by a WESSION DA or WA. I'll click on Request 2061.



Reviewing the Account Info

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Safety Authority Review New User Account Request

Help

Official Email Address *: charles.kiriakou@navy.mil

First Name *

Middle Name

Last Name *

Rate/Rank *

Position Title *

Office Code

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA

Command UIC N00181

COI Notification Yes No

Address 1*

Address 2

City

State

Country *

Postal Code

Telephone (include Area Code) *

The requestor's account information is displayed and may be edited. Then scroll down to see rest of the page.



Reviewing the Acct Request

Return Home OSHA 300 Equiv. Log Logout

Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181

COI Notification Yes No

Address 1* 31 Mishap Way
Address 2
City
State
Country * USA
Postal Code
Telephone (include Area Code) * 757-555-1212
DSN

Justification * Just want to enter my own mishap reports.

SA Comments This is not a valid email address.

DA Comments

WA Comments This is not a valid account request .

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION TO EXIT

Notice at below left, there are comments by the WESS Administrator. These comments should indicate why the account was rejected. You may enter/modify the SA Comments. You will be given a chance to either Approve or Reject the account again. Then click Next to advance to next screen.



Account Request Summary

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Review New User Account Request Summary

Request Number 2061
WESS Role
Granted Account
Official Email Address charles.kiriakou@navy.mil
First Name We
Middle Name R
Last Name Hazardous
Rate/Rank GS-00
Position Title Hazardous Duty
Office Code
Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181
COI Notification N
Address 1 31 Mishap Way
Address 2
City
State
Country USA
Postal Code

The Account Request Summary is page is displayed. Then scroll down to see rest of the page.

(1 item remaining) Opening page https://wessbeta.safetycenter.navy.mil/wess/model.do...



Choosing to Reject or Approve

Search/Edit
[Submitted Reports](#)

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[OSHA 300 Equiv. Log](#)

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Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Middle Name R
Last Name Hazardous
Rate/Rank GS-00
Position Title Hazardous Duty
Office Code
Command Name NORFOLK NAVAL SHIPYARD PORTSMOUTH VA
Command UIC N00181
COI Notification N
Address 1 31 Mishap Way
Address 2
City
State
Country USA
Postal Code
Telephone 757-555-1212
DSN
Justification Just want to enter my own mishap reports.
SA Comments This is a valid account request.
DA Comments
WA Comments This is not a valid account request .

* Indicates required field must be entered before moving to next screen.
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APP

You may either Approve or Reject the account rejection.

If you click Approve, the account request will go back to the WESS DA or WA with your new comments.

If you click Reject, you will enter comments to be sent to the requestor and the account request will be deleted from WESS. In this example, let's click Approve.



Return to Account Management

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Account Management

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Maintain Your WESS Account

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[Change Color Scheme](#)

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[List Modified UIC Request\(s\)](#)
[List Suspended Account\(s\)](#)
[Modify Existing User Account](#)
[Modify Existing User Email Address](#)
[Suspend WESS Customer Account\(s\)](#)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

This is the end of this Module.

Click here to [Return to Table of Contents](#) or
Proceed to [Module SA-2 - List Modified UIC Requests](#)

